Lessons Learned Information Sharing
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August 2007 *Lessons Learned Information Sharing* **Newsletter**

Contents

National Preparedness Month

***LLIS.gov* Resources for National Preparedness Month**

September is the fourth annual National Preparedness Month, a nationwide initiative sponsored by the Department of Homeland Security to encourage Americans to take simple steps to prepare for emergencies. This year, National Preparedness Month focuses on back-to-school planning, business preparedness, multicultural preparedness, and home and family preparedness. To assist with preparedness planning, *LLIS.gov* has created the **National Preparedness Month** resource page to share important information about these issues. In addition, many *LLIS.gov* topic-specific pages feature special sections highlighting information related to National Preparedness Month, planning, or community preparedness.

To access the National Preparedness Month page, please log onto *LLIS.gov* and click on **National Preparedness Month** under FEATURED TOPICS. We welcome any thoughts, questions, or suggestions that you may have at nationalprepmonth@llis.dhs.gov.

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Exercises

***LLIS.gov* Updates on Exercise Planning, Design, Conduct, and Evaluation**

Every year, hundreds of exercises are held throughout the country to test critical prevention, protection, response, and recovery capabilities. Many exercise managers are using innovative techniques and learning valuable lessons that, when shared, can improve exercise programs across the country. *LLIS.gov* has updated it Exercise Planning and Program Management resource page to better reflect and share jurisdictions' exercise activities. To access the resource page, log onto *LLIS.gov* and click on **Exercise Planning and Program Management** below FEATURED TOPICS.

Additionally, *LLIS.gov* has updated the Homeland Security Exercise and Evaluation Program (HSEEP) resource page and added resource pages on the HSEEP Toolkit. The HSEEP Toolkit is a suite of Web-based applications that walk users through exercise design, development, conduct, evaluation, and improvement planning. The Toolkit includes the National Exercise Schedule, the Design and Development System, and the Corrective Action Program System. For more information on HSEEP and the Toolkit, log onto *LLIS.gov* and click on **Homeland Security Exercise and Evaluation Program** below *LLIS* PARTNERS.

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Comment on the IACLEA Campus Emergency Operations Planning Guide

LLIS.gov, in partnership with the International Association of Campus Law Enforcement Administrators (IACLEA), invites members to provide feedback on the IACLEA Campus Emergency Operations Planning Guide. The Guide was drafted in response to HSPD-5 and HSPD-8 as promulgated during and after 2004, and to conform with the National Incident Management System and the National Response Plan. This document was created by combining effective aspects of over 20 college and university emergency operations plans, and is in a constant state of revision as an administrative plan. The Guide is intended to be used as a starting point from which to formulate an institutional emergency plan.

To access and comment on the Guide, log onto *LLIS.gov* and click on **School Emergency Management Planning** under *LLIS* PARTNERS.

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LLIS.gov Featured in *Crisis Response Journal*

LLIS.gov has partnered with *Crisis Response Journal* to write an ongoing series of lessons learned articles on a variety of topics. The most recent issue features lessons learned from pandemic planning and response. To read the article, please log onto *LLIS.gov* and click on EVENTS, then **Press Room**. For more information on *Crisis Response Journal*, please visit www.crisisresponsejournal.com.

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The *LLIS.gov* Team continues to post new Lessons Learned, Best Practices, Practice Notes, and Good Stories to the system on a regular basis. Weekly updates about new original content can be found in the "NEW *LLIS* CONTENT" box on the homepage of *LLIS.gov*. Since the last newsletter, *LLIS.gov* has posted the following original content:

Lessons Learned

- **Emergency Communications: Notifying Responders of Gateway Activation and Deactivation** (*Albuquerque Office of Emergency Management BallCom Full-Scale Exercise, 2006*) Communication unit leaders should notify all responders of gateway patch activation and deactivation over the radio network.
- **Emergency Communications: Using Plain Language during a Multi-Agency Incident Response** (*Albuquerque Office of Emergency Management BallCom Full-Scale Exercise, 2006*) Jurisdictions should encourage regional responders and communications specialists to use plain language when communicating with other emergency response agencies during an incident.
- **Exercise Design: Explaining Artificialities Prior to Exercises** (*Albuquerque Office of Emergency Management BallCom Full-Scale Exercise, 2006*) Exercise planners should ensure that exercise artificialities are thoroughly explained and disseminated to participants prior to conducting exercises.
- **Fire Department Apparatus and Equipment: Maintaining Reserve Apparatus** (*San Diego County Firestorms, 2003*) Fire departments should place reserve apparatus in stations where they can be maintained and ready for service. All reserve apparatus should be fully equipped and ready for service.
- **Interoperable Communications: Ensuring Familiarity with Radio Cache Policies and Procedures** (*Kansas City UASI Region TICP Exercise, 2006*) All regional Communications Coordinators and Communications Unit Leaders should be familiar with radio cache request, activation, and deactivation policies and procedures. Potential incident commanders also should have awareness of radio cache availability.
- **Interoperable Communications: Identifying All Shared Radio Frequencies by Common, Region-**

Wide Nomenclature (*Kansas City UASI Region TICP Exercise, 2006*)
All shared radio frequencies should be identified by common, region-wide nomenclature. Emergency response organizations should consider creating a region-wide template for programming each organization's radios based on uniform terminology wherever possible.

- **Law Enforcement: Detaining a Driver after Detection of an Unknown Radiological Source in a Vehicle** (*Domestic Nuclear Detection Office Southeast Transportation Corridor Pilot Technology Demonstration Exercise, 2006*)
  Law enforcement personnel conducting radiation screening should watch or detain a driver for questioning after detection of a potentially illicit radiological source in a vehicle.

- **School Safety: Preparing for a Building-Wide Disease Outbreak** (*Bucks County, Pennsylvania, School District Norovirus Outbreak, 2006*)
  School administrators should consider developing a building-level disease plan to use in the event of a building-wide outbreak.

- **School Safety: Sharing Student Criminal Records with School Administrators** (*Columbine High School Shooting, 1999*)
  Law enforcement officials should consider implementing procedures for sharing all criminal records of students with the school districts in which the students are enrolled. This may assist school personnel in identifying potentially dangerous students.

- **Unified Command: Using Standardized Forms to Communicate Unified Command Staff Assignments** (*Kansas City UASI Region TICP Exercise, 2006*)
  Standardized incident command system forms should be used to communicate which personnel are assigned to command positions. This can help ensure that all response personnel are able to quickly identity and communicate with command personnel at the incident site.

Practice Notes

- **Disabilities and Special Needs: Duval County, Florida, Health Department's "Adopt-a-Shelter" Program in Florida**
  The Duval County Health Department in Florida developed an "Adopt-a-Shelter" program in which each local hospital provides staff members and medical supplies to a special needs shelter during an emergency.

- **Fusion Center Collaboration: Kansas City Regional Terrorism Early Warning Group, Inter-Agency Analysis Center's Data Sharing Agreements**
  The Kansas City Regional Terrorism Early Warning Group, Inter-Agency Analysis Center is working to obtain agreements with law enforcement agencies in Kansas and Missouri to access the agencies' data and to distribute relevant information to public safety agencies throughout the region.

- **Fusion Center Collaboration: State of Washington Joint Analytical Center-Federal Bureau of Investigation Field Investigative Group Partnership**
  The State of Washington Joint Analytical Center is co-located with the Federal Bureau of Investigation's Field Intelligence Group. The two entities operate jointly to facilitate the rapid exchange of critical intelligence and information.

- **Fusion Center Collaboration: State of Washington Joint Analytical Center's Private Sector Integration**
  The State of Washington Joint Analytical Center (WAJAC) permits private sector businesses to place a security analyst at the WAJAC. This promotes information sharing between the government and the private sector.

- **Fusion Center Products: Ohio Homeland Security's Contact and Information Management System**
  Ohio Homeland Security maintains the state's Contact and Information Management System (CIMS). CIMS is a centralized repository for homeland security information and a secure means to disseminate intelligence and information to public safety agencies and jurisdictions across the state of Ohio.

- **Mass Decontamination: Connecticut Capitol Region Metropolitan Medical Response System's Formula to Determine Hospitals' Pre-Incident Baseline Decontamination Capacity**
  The Capitol Region Metropolitan Medical Response System Taskforce on Decontamination Protocols's Rapid Access Mass Decontamination Protocol provides Capitol Region hospital planners with a formula

to determine their baseline decontamination capacity prior to a chemical, biological, or radiological incident.

- **Vaccine Inventory: The Minnesota Department of Health's Internet-based Vaccine Tracking Program**
  The Minnesota Department of Health uses an Internet-based data collection program to track influenza vaccine orders placed and received by healthcare facilities throughout the state. This program enables state and local public health officials to compare vaccine availability with vaccine needs throughout the state and helps MDH facilitate vaccine redistribution if needed.

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Good Stories

- **Public Health: Seattle and King County's Vulnerable Populations Action Team**
  The local health department for King County, Washington, Public Health - Seattle & King County, has a Vulnerable Populations Action Team (VPAT) that works to ensure that vulnerable populations have access to public health preparedness, response, and recovery information and services. The VPAT offers training and assistance to community-based organizations, provides emergency information to residents through a communications network, and advocates on behalf of vulnerable populations for greater inclusion in emergency preparedness, response, and recovery planning.
- **The Colorado Department of Public Health and Environment's Geographic Information System Program for Disease Surveillance**
  The Colorado Department of Public Health and Environment's Geographic Information Systems (GIS) program tracks infectious diseases, identifies infection trends, and communicates necessary information to local public health officials and Colorado residents. The GIS program currently monitors infectious diseases such as plague, tularemia, and West Nile virus.

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Upcoming *LLIS.gov* Conference Participation

The *LLIS.gov* team travels around the country speaking and exhibiting at conferences and events. *LLIS.gov* staff will attend and speak at the following upcoming events:

- **04-06 September: Illinois Emergency Management Agency 2007 Conference (Springfield, IL)**
- **17-20 September: National Association of Local Boards of Health 15th Annual Conference (Anchorage, AK)**
- **19-21 September: Kansas Emergency Management Association's Annual Conference (Hays, KS)**

Feel free to drop by our presentations or speak to our staff at any of these events and share your comments and questions about *LLIS.gov*. Please contact the *LLIS.gov* Outreach Team at outreach@llis.dhs.gov with any questions or comments, or if you have a conference or event at which you would like the *LLIS.gov* team to present or exhibit.

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LLIS.gov **Member Survey**

Thank You for Your Feedback

LLIS.gov recently conducted an online member survey, and the response to the survey was overwhelming. One finding from the survey was that most members heard of *LLIS.gov* through word-of-mouth. To help members in spreading the word about *LLIS.gov*, the *LLIS.gov* **Brochure** and **Fact Sheet** are readily available outside the secure login for download and distribution. Moreover, if you would like to contact our outreach team directly, please email us at outreach@llis.dhs.gov. Thank you for your continued support in improving your network.

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The Memorial Institute for the Prevention of Terrorism (MIPT) is a non-profit, nationally recognized think tank creating state-of-the-art knowledge bases and sharing information on terrorism. Sign up for MIPT newsletters and announcements here. Other MIPT systems include:

If you would prefer not to receive messages to this email address, please log into www.LLIS.gov, go to "Settings" via the top navigation bar, and change the "How often do you want to be notified externally (when external notifications are sent out)?" setting to "Never."